

April 5th, 2011

Municipal General Election Deadlines & Reminders



2011 April Municipal General Election Dates:

January 18th, 2011: Last day for candidate filing for April Municipal Election
April 5th, 2011: April General Municipal Election Day

All candidates are subject to certain reporting deadlines and requirements as required by law, including:

- 1) Personal Financial Disclosure (PFD) Requirements
- 2) Campaign Finance Reporting Requirements

If you are a candidate, please pay close attention to this information and **refer to page two** of this document for specific deadlines and reporting requirements.

Before you can file your first campaign finance report you must file a **Statement of Committee Organization** within twenty (20) days of forming your committee (or file a Statement of Exemption) with the Missouri Ethics Commission. This report must have an original signature and can be either mailed or hand-delivered to our office. (Faxed receipt of this form is not accepted).

You can file all of your Campaign Finance reports online with the Missouri Ethics Commission. (Effective January 1, 2011, all candidates & committees required to file with the Missouri Ethics Commission must file all campaign finance reports electronically (SB844)). When you file a Statement of Committee Organization, you will also need to file a **PIN Application** and **Waiver** to obtain your user name and password. The PIN Application and Waiver must be filed before you can electronically file your reports and can be mailed, hand-delivered, faxed or e-mailed to our office. Click [Electronic Filing](#) to access our online filing system.

If you have any questions or need assistance, please contact us at:

Missouri Ethics Commission
Physical Address: 3411 A Knipp Drive, Jefferson City MO 65109
Mailing Address: PO Box 1370, Jefferson City MO 65102
Phone: 800-392-8660 or 573-751-2020
Or visit our Website: www.mec.mo.gov

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Personal Financial Disclosure (PFD) Requirements §105.483- §105.487 RSMo.	
Due Dates:	PFD Reporting Requirements: <ul style="list-style-type: none"> • Must file PFD with the Missouri Ethics Commission: • Must be postmarked no later than midnight the day <i>prior to the due date</i> if submitted by mail or must be received by 5:00 p.m. on the due date if hand-delivered. • Must include original signature, no faxes or copies accepted
February 1st, 2011	✓ Failure to file PFD by this date <ul style="list-style-type: none"> • Late fees assessed at rate of \$10.00 per day
February 8th, 2011	✓ Continued failure to file PFD by this date <ul style="list-style-type: none"> • Late fees assessed at rate of \$10.00 per day • Possible disqualification as candidate and removal from ballot
Campaign Finance Reporting Requirements §130.044 - §130.046 RSMo.	
Due Dates:	Campaign Finance Reporting Requirements: <ul style="list-style-type: none"> • Electronic reports must be filed by 5:00 p.m. <i>on</i> the due date
Committees:	✓ Candidate Committees must be formed 30 days before the election ✓ Political Action Committees must be formed 60 days before the election
February 4th, 2011	✓ Last day for a Political Action Committee to organize for this election
February 24th, 2011	✓ <i>40 Day Before Election Report Due</i> <ul style="list-style-type: none"> • Covers time period from day after closing date of last report through February 19th, 2011
March 6th, 2011	✓ Last day to organize a committee (except PACS) for this election
March 28th, 2011	✓ <i>8 Day Before Election Report Due</i> <ul style="list-style-type: none"> • Covers time period from day after closing date of last report through March 24th, 2011
April 15th, 2011	✓ <i>April Quarterly Report Due</i> <ul style="list-style-type: none"> • Covers time period from day after closing date of last report through March 31st, 2011
May 5th, 2011	✓ <i>30 Day After Election Report Due</i> <ul style="list-style-type: none"> • Covers time period from day after closing date of last report through April 30th, 2011
Additional Campaign Finance Reports	
48 Hour Report of Contribution over \$5,000 (File as needed)	✓ Any individual or committee receiving any contribution (including loans, see §130.011.(12) RSMo. for full definition of contribution) from any single contributor over \$5,000 must electronically report same to the Missouri Ethics Commission within 48 hours of its receipt (must also report this contribution in the committee's next filed report).
Late Contribution Report (File as needed)	✓ Any receipt of a contribution (including loans, see §130.011.(12) RSMo. for full definition of contribution) over \$250 that is received between the 11 th day through the day before the election, must be reported within 24 hours of its receipt (must also report this contribution in the committee's next filed report). The disclosure may be made by any written means of communication or electronically.
PACS - Late Expenditure Report (File as needed)	✓ Each time a political action committee spends more than \$250 , whether in a single expenditure or in combined expenditures, after the 12 th day before an election, a full disclosure report must be filed within 24 hours . This does not include contributions made to another committee.